BEACON HR/PAYROLL IMPLEMENTATION PROJECT
DOCUMENT MANAGEMENT PROCESS

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1. INTRODUCTION

The Beacon HR/Payroll Implementation Project Document Management Process identifies the processes necessary to manage project files. It describes the process for properly managing official project documents throughout the project lifecycle. This process details the document process flow of project artifacts. Ultimately, the document management process embodies the document management policy for the project.

The process will offer:

1.1. Objectives

An active and functioning system for storing documents that will:

- Aggregate data in a central location for better access, control, and reliability
- Provide release control to documents to prevent multiple versions
- Enable project members to easily access, share, and store project documents
- Enable an overall more efficient administrative process for document control.

2. DOCUMENT MANAGEMENT APPROACH

This section describes the document repositories, details the file structure of the project folders and identification standards, as well as, describes the document management, formal, and release processes.

2.1. Document Repository

The Document Management Process in the interim will use the T Drive, a shared network drive, as the standard project document repository. However, the MS EPM Solution toolset, which is hosted by LoadSpring, will ultimately be the standard repository for managing project files. Additionally, SAP Solution Manager will be the repository for completed business-process and system related deliverables.

Each repository has different capability that will aide in the document management process. Given that the T Drive does not have check-in and out capability, version control must be maintained by the project team members. However, the MS EPM Solution toolset has system generated version control; therefore, the document management process will include a manual release process to maintain final versions of project documents. Although SAP Solution Manager has system control versioning, it will not be used as a function of the document management process. Every released document that is promoted to Solution Manager will replace its predecessor.

2.2. File Structure

2.3. File Identification

Each document stored in the system will have specific identifiable attributes. Initially these attributes will be managed manually in the filename convention. Managed documents assume two different types: recurring or non-recurring. Attributes of each file is depended upon the document type. The following documents are considered recurring:

- Meeting minutes
- Status reports
- Change requests
- Business process and system documentation.

Non-recurring documents are as follows:

- Project management plans and processes
- Project schedule
- Contractual and non-contractual deliverables.

2.3.1. Filename Convention

The document filename convention is developed within the context of an overall document management approach to include the document management taxonomy. Filenames will have a 40-character prefix divided into 4 components and separated by a "_" character. Additionally, the prefix will be followed by a 3-character suffix node or file type identifier that is application specific. The table below the chart defines the filename components and character restrictions.

Number of Characters →	12	4	2	12	6	●	3
Component Description →	WBS#	Team ID	Type	Name	Unique ID		Node

Component	Maximum Number of Characters	Definition and Format
WBS#	8	WBS# using the following format: 9.9.999
Team ID	4	Team responsible for the document content using format: CCCC
Type	2	Document classification based on the file content: CC
Name	12	Document name based on the contents using the format: FirstScndThrid
Unique ID	6	A designator for date, ID, or release # using the following format: r999.0
Node	3	Application generated identifier.

Detailed component descriptions are as follows:

2.3.1.1. WBS#

WBS# will correspond to project schedule deliverable WBS Code (See the SBIP HR/Payroll Enterprise Project schedule for details). This component is required for all deliverables/documents created and maintained in the WBS labeled directories/folders on the project servers.

2.3.1.2. Team ID

The team that is responsible for the document content as follows:

- PMO – Project Management Office
- COMM – Change Communications
- INTG – Integration
- HR, TIME, and PYRL – Functional Human Resources, Time, and Payroll, respectively
- TECH – Technical Infrastructure and Development.

2.3.1.3. Type

Document type is based on the file content. Although the component is not required for non-recurring documents, it should be included in the naming convention for specificity, if possible. Documents that are not business process or system documentation shall have the following types:

- SR – Status Report
- MT – Meeting Agenda/Minutes
- CR – Change Requests
- PL – Plan
- PR – Process (Beacon Project)
- GU – Guide
- ST – Strategy
- SD - Standards.

Business process or system documents that are generated during the Blueprint and Realization phases and promoted to Solution Manager shall have the following types:

  - RQ – Requirements/Fit Gap Analysis
  - PF – Detailed Business Process Description with Process Flow (Visio)
  - FS – Detailed Functional Specification (RICE)
  - DS – Design Document
  - CF – Configuration Guide
  - TS – Detailed Technical Specification (RICE)

- BP – Business Process Procedures
- TC – Test Cases
- TG – Training Guide.

2.3.1.4. Name

Documents shall be titled with a name that logically describes the document. Case type shall be used to distinguish different words in the name. For example: a Change Control Process document could be titled ChangeContrl, adhering to the 12 character maximum requirement.

The field is not required for ST and CR type documents.

2.3.1.5. Unique ID

A designator that uniquely identifies a file. This field will be used differently based on the document type. Either a date or id/release # will be stored according to whether the document is recurring (status or agenda/meeting), change request, business process/system documentation, or non-recurring. The details are as follows:

- Date – Recurring and non business process or system documents store the format mmddyy. Meeting agendas/minutes and status reports will store the meeting date or Monday date of the reporting week, respectively
- ID# - CR store a numerical value from 1 to 999999. Change requests will store the chronological numerical values (See Scope Change Control document for details)
- Release# - Deliverables, including business process or system documentation, or non-recurring documents will store the letter "r" followed by the numerical value from 1.0 to 999.0. The previous release number shall be used as the guide and incremented by 1. Newly created documents shall default to 1.0.

2.3.2. Metadata

Upon migration to the MS EPM Solution toolset the document management process will also utilize an internal file identification mechanism, document metadata. Document metadata accompanies the document internal to the system and is used to characterize documents in the MS Project tool set. The following table specifies the metadata that will exist for documents within the PM tool set:

Field Name	Description
Name	The document name
Default Version	The version number applied by the PM toolset each time a document is imported into the tool environment
Originator	Name of the team member who originally created the document
Checked Out To	The team member having possession of the document currently in “Checked-Out” mode
Status	The designator indicating status of the document in the system:
Last Modified	Date document last modified
Business Process ID	ID that links documents between MS EPM Solution and SAP Solution Manager. It identifies which node in the business process structure the document refers to.
Custom Version	Release version set by the PMO when propagated to the shared document location on MS EPM Solution toolset.

Detail field descriptions are as follows:

2.3.2.1. Name

Name is identical to the stored filename of the document. File naming convention is described in later sections of this document.

2.3.2.2. Default Version

The PM toolset has check-in or check-out capability. Each time the document is checked in and out the system defines a version number. Draft copies of documents should be checked in and out, using the system to control the versioning.

2.3.2.3. Originator

Team member name that originally created the document.

2.3.2.4. Checked Out To

Team member login identification is displayed by the system is this field. Each time the file is checked out the system records the transaction. Only one team member can have possession of a file at one time.

2.3.2.5. Status

The status designator indicates the status of the document in the system. Status designation is based on the type of document. Change requests follow a different status flow. See the Scope Change Request document for details. Allowable values for document types other than change request are as follows:

- In Process – Document under construction not ready for Team Lead review
- Draft – Ready for Team Lead review

- Ready for Review – Ready to enter the formal review process
- Final – Approved per formal review process.

2.3.2.6. Last Modified

Each time the file is saved the last modification time and date is recorded and displayed by the system.

2.3.2.7. Business Process ID

This is a unique identifier for each node in the business process structure that serves as a link between MS EPM Solution and SAP Solution Manager. The field has a 3-character end to end process abbreviation and numerical values separated by decimals to represent each node that identifies the level in the Solution Manager structure (business scenario, business process, process step, and transaction).

For example the Hire to Retire end-to-end process would be represented at each level as such:

- HTR – end-to-end process (level 1)
- HTR1 business scenario (level 2)
- HTR1.1 business process (level 3)
- HTR1.1.1 process step (level 4)
- HTR1.1.1.1 transaction (level 5).

In order to enable the document administrator to transfer completed documents to SAP Solution Manager. the field should be assigned within MS EPM at document creation. Project team members can refer to the Business Process Structure in SAP Solution Manager -> Business Blueprint to determine what value to use in MS EPM.

2.3.2.8. Custom Release Number

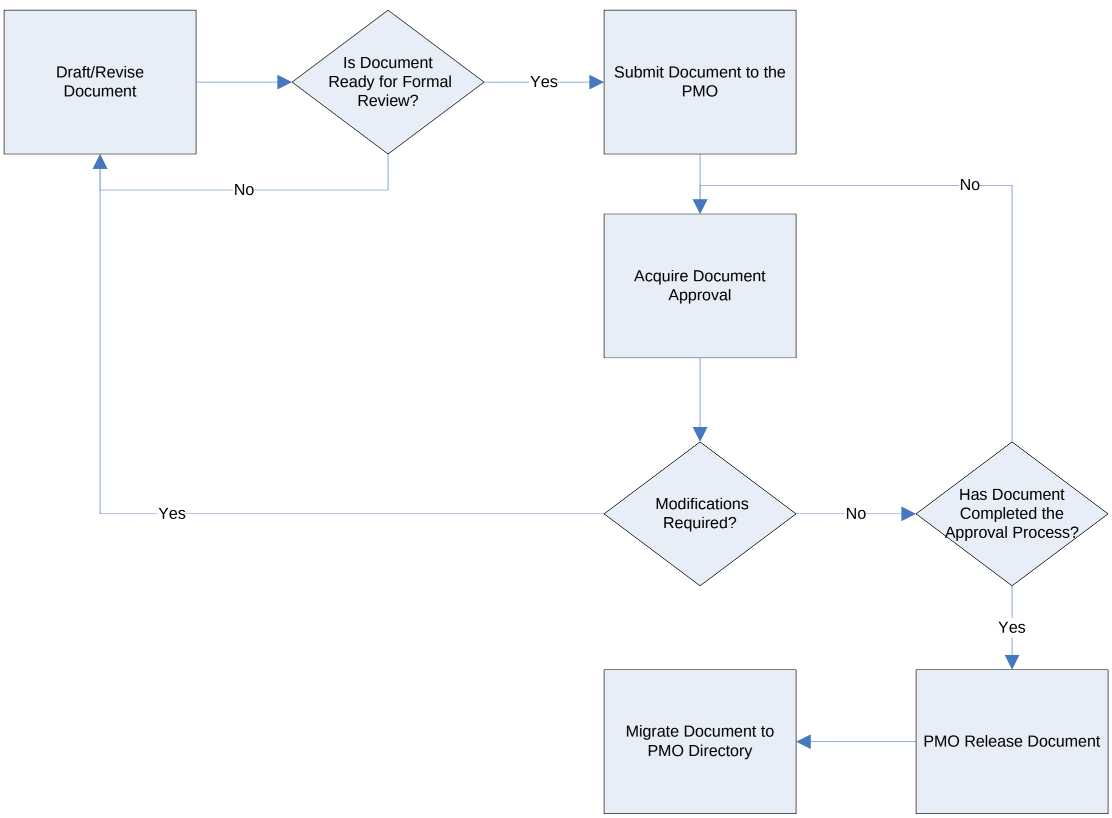
This field is manipulated only by the PMO each time the document is released. The release number is stored in this field. See the Release Process section of this document for more information.

2.4. Document Management Process

2.4.1. Document Lifecycle (Interim)

This section describes the step-by-step "interim" document management process, that is, the process to be followed until the MS EPM Solution is available for project use. The following flowchart summarizes the process:

Figure 2.4.1 Interim Document Management Process



2.4.1.1. Step 1 – Draft/Revise Document in Team Folder

Project team members shall create or revise a document in their appropriate team directory as specified in the File Structure section of this document. The guidelines are as follows:

- Documents shall be created using the approved template for the relevant document type stored in the template directory of the PMO shared file storage repository. A document title, originator, current date, and proposed release number shall be recorded on the cover sheet

- The document History section of the cover page should also be completed by recording the current date, proposed release number, brief description for the change (new documents shall input Initial Release), and author
- Team members shall manage the changes among the contributors. The value behind the decimal of the proposed release number of the draft document could be used as a manual versioning process to identify document versions among team members
- In the footer the document disposition shall be stated DRAFT FOR DISCUSSION ONLY
- Team leads should review the document. The final team lead reviewed document draft shall reside in the appropriate folder ready for formal review. All previous drafts of the document shall be deleted.

2.4.1.2. Step 2 – Submit Team Reviewed Document for Formal Review

Once the team lead completes the review of the final draft:

- PMO shall be contacted and informed that the document is ready for formal approval
- The PMO will manage the formal approval process, acquiring all required signatures in the Approver section of the document cover page
- The PMO should review for the following before approving documents:
    - A BEACON document template has been used and adhered to
    - The document meets naming convention standards
    - The document content matches the document type
    - The document is complete
    - The document meets BEACON quality standards.

2.4.1.3. Step 3 –Release Final Approved Document

Upon final approval the PMO will:

- Modify the document disposition in the footer to FINAL, indicating that the document is publicly available
- Complete the PMO Release Authorization (See the Release Process section of this document for details)
- Update the cover sheet and document history information. All dates shall be modified to the release date. Also, the release number shall be verified.

2.4.1.4. Step 4 – Migrate Final Approved Document to the Project Office Directory

The PMO will also:

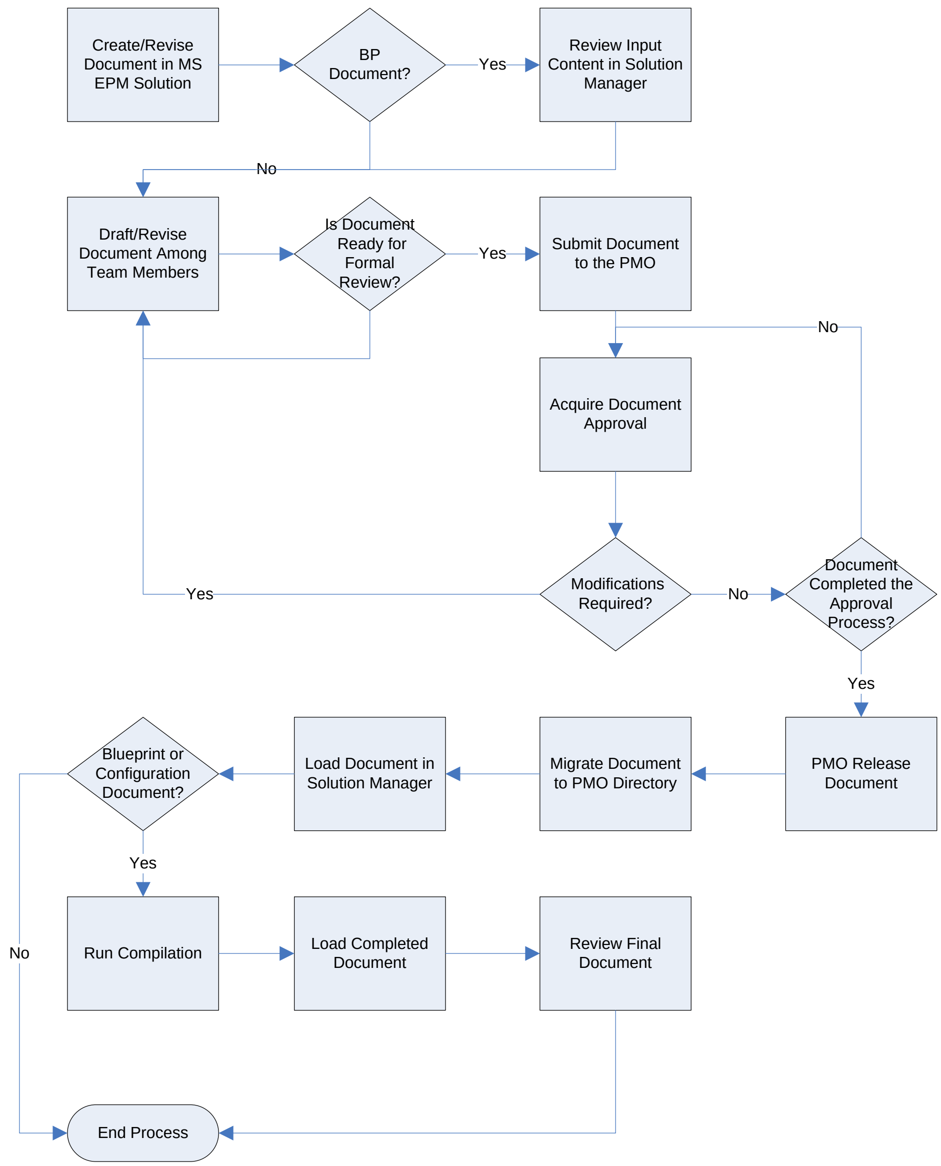
- Move the document to the Project Office directory

- Set the file to read-only to prevent future modification
- Delete all prior drafts of the document.

2.4.2. Document Lifecycle (Permanent)

This section describes the step-by-step permanent document management process, i.e. the process to be followed once the MS EPM tool is available for project use. The following flowchart summarizes the process:

Figure 2.4.2 Permanent Document Management Process



2.4.2.1. Step 1 – Create Document in Team Project (MS EPM Solution Toolset)

Project team members shall create or revise a document in the appropriate directory in their individual project or folder following the listed guidelines:

- Each Document shall be created using the appropriate document template, located in the Project Office->Templates directory, that corresponds to the document type where applicable
- An approved cover page shall be included in document using the template stored in the PMO template directory
- Document history information shall be completed.

2.4.2.2. Step 2 – Review Input Contents in Solution Manager

If the document is a business process or system related document, the project team member shall review the following sources for content to be used as input to the deliverable. For instructions on how to access this material in Solution Manager, please refer to the Business Process Procedure document:

- SAP Solution Manager Roadmap – this contains ASAP accelerators provided by SAP as well as ProvenCourse for SAP templates and sample deliverables
- SAP Solution Manager Business Process (BP) Repository. – this contains business scenarios and other business process related content delivered by SAP within Solution Manager.

2.4.2.3. Step 3 – Draft/Revise Document Among Team

Team members shall continue to revise or construct the document among the team, ensuring that:

- Document required metadata is completed. Document shall be initially checked in the system with an In-Process status. Ownership shall be established
- Document shall be maintained by the system or checked in and out during construction. The system will maintain the versioning in the Default Versioning field. Team members are encouraged to allow the system to maintain the versioning by utilizing the system check in and out functionality
- In the footer the document disposition shall be set to DRAFT FOR DISCUSSION ONLY
- The final document draft shall be checked-in the system as Draft to indicate that it is ready for team lead to review. All previous drafts of the document shall be deleted.

2.4.2.4. Step 4 – Submit Team Review Document for Formal Review

Once the team lead completes the review the document shall be:

- Checked in the system with a status of Ready for Review
- PMO shall be contacted and informed that the document is ready for formal approval

- The PMO will manage the formal approval process, acquiring all required signatures in the Approver section of the document cover page.
- The PMO should review for the following before approving documents:
    - A BEACON document template has been used and adhered to
    - The document meets naming convention standards
    - The document content matches the document type
    - The document is complete
    - The document meets BEACON quality standards.

2.4.2.5. Step 5 – Release Final Approved Document

Upon final approval the PMO will:

- Modify the document disposition in the footer to FINAL, indicating that the document is publicly available
- Complete the PMO Release Authorization (See the Release Process section of this document for details)
- Update the cover sheet and document history information. All dates shall be modified to the release date. Also, the release number shall be verified
- Document shall be checked in the system with a Final status.

2.4.2.6. Step 6 – Migrate Final Approved Document to Project Office Directory

Upon final approval the PMO will also:

- Modify the document disposition in the footer to FINAL, indicating that the document is publicly available
- Complete the PMO Release Authorization (See the Release Process section of this document for details)
- Update the cover sheet and document history information
- Move the document to the shared project server.

2.4.2.7. Step 7 – Load Business Process Document to Solution Manager

If a document is a business process or system related document, the PMO shall also move the document to Solution Manager. If there is a previously released version, it should be replaced. The proper document type should be selected in Solution Manager, and the status should be set to "Z_COMPLETE" Detailed instructions on how to complete this step are included in the document "PMO_BP SolManDocumentManagement.doc".

2.4.2.8. Step 8 – Run Compilation on Solution Manager (applicable to Blueprint and Configuration component documents only)

Specific document types in SAP Solution Manager are components of larger final deliverables, the Business Blueprint and the Configuration Guide. For these, the PMO shall run the compilation transaction in SAP Solution Manager to combine all necessary document components. Detailed instructions on how to complete this transaction are included in the document “PMO_BP SolMan CreateBusinessBlueprint.doc”.

2.4.2.9. Step 9 – Load Completed Document to Solution Manager

The completed Business Blueprint or Configuration Guide document shall be loaded to Solution Manager.

2.4.2.10. Step 10 – Review Completed Document (applicable to Blueprint document only)

The completed and compiled Business Blueprint or Configuration Guide document shall undergo an additional review by the PMO to verify formatting and completeness.

2.4.3. Approval Process

Final deliverables must adhere to the Formal Approval Process when initially submitted. The Formal Approve Process requires approval signature from the following in the specified order:

- Lori Foehr, BearingPoint Project PM
- Lowell Magee, State Program Director
- Gwen Canady, State Deputy Controller.

These signatures are captured in the Approvers section of the document cover page. The process is managed by the PMO.

Subsequent releases of deliverables beyond the initial submission are subject to PMO approval; however, the PMO shall inform the State of changes during regular scheduled PMO meetings. Non-deliverable documents are subject to the approval of the PMO or Team Lead.

2.4.4. Release Process

Releasing documents will be a manual process managed by the PMO. Upon final approval of a document the PMO fill out the PMO Release Authorization as follows:

- Release Authority –signature of the PMO team releasing the document
- Date – the date of the release or final approval granted
- Version # - Previous release #.

This process shall be conducted by the PMO each time a document is finalized or approved.

3. REFERENCES

The following resources served as references in defining the contents of this process.

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